

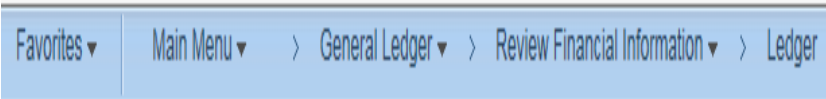
Quick Reference Tip Sheet

LAST REVISED DATE: 05/01/2017

General Information

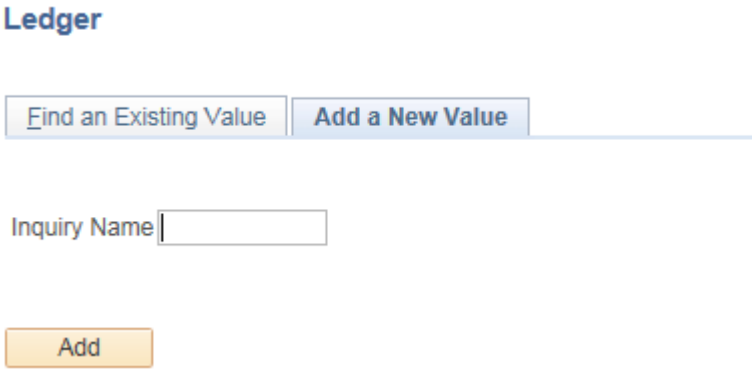

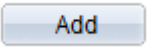


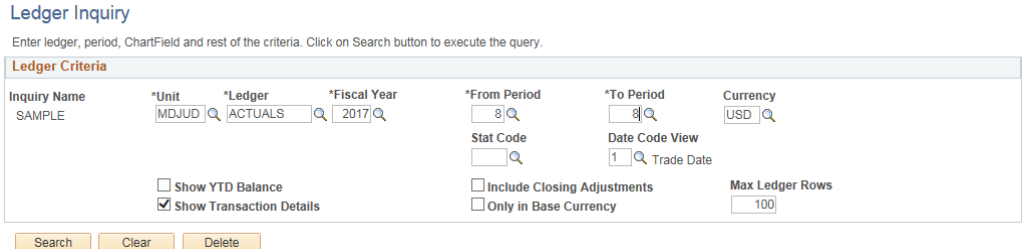
Task	Process Information
Running the Ledger Inquiry with Transaction drilldowns	This process will allow users to inquire on ledger balances by chartfield range. Users can also drill into the results to view specific GL and subsystem transactions.

GEARS Navigation

General Ledger > Review Financial Information > Ledger	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab.	
2.	Enter an Inquiry Name. This is the name you would like to save your parameters selected as. No spaces are allowed.	
3.	Click the  button.	
4.	In the  box, enter the following information:	<ul style="list-style-type: none"> • Business Unit – This value will always be 'MDJUD'. • Ledger – This value will always be 'ACTUALS'. • Fiscal Year – Select the year you are searching. • From Period & To Period – Select the range of periods you are searching. (NOTE: Period 1 = July, Period 2 = August, ... Period 12 = June) <p> "Show YTD Balance" (show year-to-date balance) - Select this check box, and the inquiry returns year-to-date balances for specified ChartFields for a period regardless of the period range chosen.</p> <p>"Show Transaction Details" - Select to see the ledger data along with the journal transactions that contributed to the balance.</p> 

5.

In the **Chartfield Criteria** box, enter the following information:

- **Account / Chartfield Value Set** – Select the appropriate value based on your inquiry needs:
 - REVENUE_ACCT – this will pull data for all revenue accounts
 - EXPENSE_ACCT – this will pull data for all expense accounts
 - REV_EXP_ACCT – this will pull data for both revenue and expense accounts



If you would like to run the inquiry for specific chartfield values instead of (or in addition to) inquiring on a set of Accounts, you can enter the Value in the field next to the appropriate chartfield. (There should definitely be more criteria than just the chartfield value set. You should include at a minimum your selected PCA(s) and appropriation year(s).)



If you would like to sum by chartfields other than Account, you can select the checkbox next to the appropriate chartfield.

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria						
Inquiry Name SAMPLE	*Unit MDJUD	*Ledger ACTUALS	*Fiscal Year 2017	*From Period 8	*To Period 8	Currency USD
				Stat Code 1	Date Code View Trade Date	
<input type="checkbox"/> Show YTD Balance <input checked="" type="checkbox"/> Show Transaction Details				<input type="checkbox"/> Include Closing Adjustments <input type="checkbox"/> Only in Base Currency		Max Ledger Rows 100

Search Clear Delete

Chartfield Criteria							Personalize Find First 1-12 of 12 Last		Include Adjustment Periods	
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order By	Set	Period		
Account		REV_EXP_ACCT	Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	998		
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>					
Batch Agency			Update/New	<input type="checkbox"/>	<input type="checkbox"/>					
Program Cost Account	60001		Update/New	<input type="checkbox"/>	<input type="checkbox"/>					
Fund			Update/New	<input type="checkbox"/>	<input type="checkbox"/>					
Appropriation Number			Update/New	<input type="checkbox"/>	<input type="checkbox"/>					
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>					
Approp Year	AY2017		Update/New	<input type="checkbox"/>	<input type="checkbox"/>					
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>					
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>					
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>					
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>					

Save Notify Add Update/Display

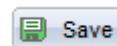
Note: The inquiry will only return the first 100 results. It may be helpful to add more criteria to limit the results to less than 100.

6.



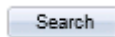
Save the run

parameters for the next time of use by clicking the **Save** button.



7.

Click the **Search** button.



8.

Review results and (if desired) click on Journal ID link to drill into journal details.

Transaction Details

Find | View All

First

1 of 6

Last

Ledger by Period and Chartfields

Personalize | Find | 1 of 1

Period	Account	Account Description	Stat
80703		Maint & Repair, Tags, Supplies	

Amount (in Transaction Currency)

10.00 USD

Amount (in Base Currency)

10.00 USD

Journals

Personalize | Find | 1 of 1

First

1 of 1

Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
APA0137974	AP Accruals	02/09/2017		0.00	N	10.00	USD	10.00	USD



Inquiry results are displayed in sets of two boxes: Ledger totals by Period and Chartfields, and the Journals that make up that amount.



The Transaction Details Line displays the number of records returned in the right hand corner. Use the arrows to navigate between the records.

9.

Review results and (if desired) click on the Drill to Source icon to view the journal line details.

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
SAMPLE	MDJUD	ACTUALS	2017	8	8	USD	
Date Code Adjustment							

☐ Show YTD Balance
 ☐ Include Closing Adjustments
 Max Ledger Rows 100

☒ Show Transaction Details
 ☐ Only in Base Currency

Go To [Inquiry Criteria](#) [Transaction Details](#)

Journal Header

Journal ID	APA0137974	Date	02/09/2017	Schedule	
Ledger Group	ACTUALS	Original Date	02/09/2017	Process	No Request
Source	AP	Date Posted	02/09/2017	Total Lines	165
Journal Status	Posted	Reversal Date		User ID	BRITTANIE.COLLIER
Balanced	DR=CR	Reversal	None	InterUnit BU	MDJUD
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	Accounts Payable				

[View Attachment](#)

☒ All Lines
 ☐ From/To

From Line To Line

[Query Journal Lines](#)

Totals by Currency

Currency	USD	Debit Amount	1,692,697.80	Credit Amount	1,692,697.80	Net	0.00
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Journal Line

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp
	34	AP Accruals		10.00	USD	C25	60001	0001	0703	B006	A0006	AY2017

[Save](#)
[Notify](#)
[Add](#)
[Update/Display](#)

10.

Review results and (if desired) click on a 'View related links' icon to drill to the source transaction.

Drill to Source

Journal ID

Business Unit MDJUD Journal APA0137974 Date 02/09/2017 GL Journal

Ledger ACTUALS Line 34 Line Descr AP Accruals

Chartfields Personalize | Find | View All | First 1 of 1 Last

Batch	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Categ
C25	60001	0001	0703	B006	A0006	AY2017							

Base Currency USD Base Amount 10.00

Currency USD Transaction Amount 10.00

Statistics Code Statistic Amount

Details Personalize | Find | View All | First 1 of 1 Last

Chartfields **Voucher Information** **Document Information**

Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency
00301902	Expense Distribution	27	1	10.00	USD

Save Return to Search Notify



Different types of transactions will have different links on the "Drill to Source" page. For example, AP journals will have a link to the Voucher ID (rather than a View related Links icon).

11.

Click on the link that will drill to the source (sub-module) transaction.

(Note: The links shown on the right will not display for an AP Voucher – see next step)

Please select one of the following links:

[Drill to Direct Journal](#)

[Drill to Cash Control](#)

[Drill Back to GL](#)



Journals with different types of source transactions will have different links.

12.

Review results.

Voucher Accounting Entries

*Business Unit MDJUD
 *Accounting Line View Option Standard
 Vendor ID 0000004656
 Vendor Name US BANK

Voucher ID 00301902
 Invoice Date 01/25/2017
 Invoice Number 1137916_000000000000000003
☐ Show Foreign Currency
 *Sort By Posting Process

Accounting Information Find | View All First 1 of 2 Last

Posting Process AP Accrual GL Dist Status Distributed Posting Date 02/07/2017

Personalize | Find | View All | First 1-10 of 100 Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-39.47	USD	ACTUALS	MDJUD	02/07/2017
0000000000 894439458001	39.47	USD	ACTUALS	MDJUD	02/07/2017
Accounts Payable	-66.20	USD	ACTUALS	MDJUD	02/07/2017
0000000000 894439045001	66.20	USD	ACTUALS	MDJUD	02/07/2017
Accounts Payable	-136.54	USD	ACTUALS	MDJUD	02/07/2017
91065307 91065307	136.54	USD	ACTUALS	MDJUD	02/07/2017
Accounts Payable	-24.00	USD	ACTUALS	MDJUD	02/07/2017
02002303 ORD170109210716	24.00	USD	ACTUALS	MDJUD	02/07/2017
Accounts Payable	-1,994.66	USD	ACTUALS	MDJUD	02/07/2017
S-0758534 S-0758534	1,994.66	USD	ACTUALS	MDJUD	02/07/2017



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.